

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

742



FROM: Community Action Partnership of Riverside County

SUBMITTAL DATE:
May 12, 2011

SUBJECT: Resolution #2011-136 - Community Services Block Grant Target Initiative and Innovative Project Grant Application - GREEN TEAMWorks Project - Phase III

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Resolution #2011-136 for the Community Services Block Grant Target Initiative and Innovative Project Grant Application (Grant Application) for the GREEN TEAMWorks Project – Phase III (GTW-III);
2. Authorize the Chairman of the Board or designee to sign all subsequent grants and agreements in conformance with the Grant Application and related guidelines between Community Action Partnership of Riverside County (CAP Riverside) and the State of California, Department of Community Services and Development (CSD), not to exceed \$70,000;
3. Approve and direct the Auditor Controller to adjust the budget as identified in the attached Schedule A;
4. Authorize the Purchasing Agent to sign ministerial amendments to the agreement, not to exceed the Board authorized amount;

FISCAL PROCEDURES APPROVED

PAUL ANGULO, CPA, AUDITOR-CONTROLLER

BY: Samuel Wong 5/12/11
SAMUEL WONG (4 pages total)

Maria Y. Juarez
Maria Y. Juarez, Executive Director, CCAP

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 70,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$	Budget Adjustment:	Yes
	Annual Net County Cost:	\$	For Fiscal Year:	11/12

SOURCE OF FUNDS: 100% Federal	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: Debra Cournoyer
Debra Cournoyer

County Executive Office Signature

Policy Policy

Consent Consent

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Buster, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: May 24, 2011
xc: CAP, EO, Auditor, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: Kecia Harper-Ihem
Deputy

Dept's Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: 4/12/11 (#36) | District: All | Agenda Number:

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

3.8

FROM: Community Action Partnership
of Riverside County

DATE: May 12, 2011

SUBJECT: Resolution #2011-136 – Community Services
Block Grant Target Initiatives and Innovative
Projects Grant Application

PAGE: 2 of 4

RECOMMENDED MOTION (Continued):

5. Authorize the Purchasing Agent to execute GTW-III Professional Services Agreements for the following vendors not to exceed an aggregate amount of \$45,480 for the term June 1, 2011 through June 30, 2012.

Ace & Sons Construction, Inc., David Hopkins Constructions, Energy Services Partnership, Inc., Hawaii Blue Construction, James D. Restoration and Construction, Inc, David Starrett Construction, and Synergy Companies;

6. Authorize the Purchasing Agent to sign ministerial amendments to the GTW-III Professional Services Agreements, not to exceed the Board authorized aggregate amount;
7. Authorize the Executive Director or designee to sign exhibits, assurances and reports made under the agreement; and
8. Authorize the Executive Director or designee to administer the program.

BACKGROUND:

Foster youth nationwide continue to be an underserved population. In Riverside County over 40% of foster youth leave the welfare system without a high school diploma and an additional 50-60% do not have any job skills or job opportunities. CAP Riverside piloted the GTW in 2009 to create a green job-ready workforce of seven (7) foster youth who had termed-out of the foster care system (emancipated.) GTW is the first of its kind in Riverside County that specifically links the foster care population and marketable green job skills.

In the pilot year, each youth was matched with an existing CAP Riverside weatherization sub-contractor for 1,324 hours of on-the-job training. GTW youth received 236 hours of classroom training which included: life skills; financial literacy; soft (people) job skills; weatherization, basic construction and minor home repair; and certificated weatherization classes at a local State of California certified training center. GTW youth received a stipend that started at minimum wage (\$8.00 per hour) and increased on a graduated basis to \$10.00 per hour. They were paid prevailing wages when eligible under Davis-Bacon requirements. The youth were encouraged to save a portion of their stipends, which was matched, dollar for dollar up to \$100.00, by both CAP Riverside and their employer. CAP Riverside partnered with other public and private sector organizations to provide GTW youth with work supports such as tools, uniforms, transportation, housing, childcare, healthcare services, and cross-enrollment in asset-building and family self-sufficiency programs.

FROM: Community Action Partnership
of Riverside County

DATE: May 12, 2011

SUBJECT: Resolution #2011-136 – Community Services
Block Grant Target Initiatives and Innovative
Projects Grant Application

PAGE: 3 of 4

BACKGROUND (Continued):

Pilot Program Successes:

- All seven (7) youth completed 120 hours of the State of California weatherization training and have become Certified Weatherization Technicians.
- Five (5) youth graduated from GTW and were hired by their sub-contractors.
- One (1) youth relocated to Texas with his family and was hired as a weatherization technician by a Community Action Agency due to his GTW training.
- The program was presented and recognized as a successful, replicable model before 1,200 community action agencies at the 2010 Community Action Partnership National Conference.

On December 14, 2010 (Agenda #3.8), the Board approved the agreement between City of Riverside and CAP Riverside to fund the GTW Project – Phase II, in which CAP Riverside recruited and trained nine (9) emancipated foster youth living within the boundaries of the City of Riverside to become Certified Weatherization Technicians. CAP Riverside contracted with existing Weatherization sub-contractors to provide on-the-job home weatherization training for the youth.

In the Community Services Block Grant Targeted Initiatives and Innovative Projects Grant Application, CAP Riverside requested funding for the GTW-III. CAP Riverside will recruit and train four(4) emancipated foster youth and contract with its existing Weatherization subcontractors to provide on-the-job home weatherization training for the youth. In December 2007, CAP Riverside in conjunction with County Purchasing issued a formal Request for Qualifications (#CAARC-008) and the following subcontractors were approved by the Board to perform home weatherization services through September 2012:

- Ace and Sons Construction, Inc (#3.48, 2/26/08)
- James D. Restoration and Construction (#3.48, 2/26/08),
- Hopkins Construction (#3.12, 3/31/09)
- David Starrett Construction (#3.7, 4/28/09)
- Synergy Companies (#3.12, 5/19/09)
- Energy Services Partnership, Inc. (#3.12, 5/19/09)
- Hawaii Blue Construction (#3.23, 9/1/09)

CSD has awarded \$70,000 to CAP Riverside for GTW-III and has requested CAP Riverside to obtain the attached Board Resolution in advance in order to expedite processing the forthcoming agreement.

FINANCIAL IMPACT: No County General Funds will be required.

CONCUR/EXECUTE: Auditor Controller
Purchasing

MYJ:KS:jb

FROM: Community Action Partnership
of Riverside County

DATE: May 12, 2011

SUBJECT: Budget Adjustment

PAGE: 4 of 4

SCHEDULE A

Community Action Partnership of Riverside County
Budget Adjustment
Fiscal Year 2011/2012

INCREASE IN EST. REVENUE:

CAARC-21050-5200200000-781360 Other Miscellaneous Revenue \$70,000

INCREASE IN APPROPRIATIONS:

CAARC-21050-5200200000-525500 Salary/Benefit Reimbursement \$70,000

1
2
3
4
5
6
7
8
9
10
11
12

RESOLUTION 2011-136
Community Services Block Grant
Targeted Initiatives and Innovative Projects
Grant Application
For the
GREEN TEAMWorks Project – Phase III

13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on May 24, 2011, that the Board of Supervisors approves the County of Riverside's Community Services Block Grant Targeted Initiatives and Innovative Projects Grant Application [hereinafter "Grant Application"] for the GREEN TEAMWorks Project – Phase III (GTW-III) and authorizes:

1. The Chairman of the Board or designee to sign all subsequent grants and agreements in conformance with the Grant Application and related Guidelines between Community Action Partnership of Riverside County (CAP Riverside) and State of California, Department of Community Services and Development, not to exceed \$70,000;
2. The County of Riverside Purchasing Agent to sign ministerial amendments not to exceed the Board authorized amount of \$70,000;
3. The County of Riverside Purchasing Agent to execute GTW-III Professional Services Agreements with the following vendors, not to exceed the Board authorized aggregate amount of \$45,480, for the term June 1, 2011 through June 30, 2012:

FORM APPROVED COUNTY COUNSEL
BY: *[Signature]* DATE: 5/18/11
NEAL R. KIPNIS

1 Ace & Sons Construction, Inc., David Hopkins Constructions, Energy Services
2 Partnership, Inc., Hawaii Blue Construction, James D. Restoration and
3 Construction, Inc, David Starrett Construction, and Synergy Companies;
4

- 5 4. The County of Riverside Purchasing Agent to sign ministerial amendments to the
6 GTW-III Professional Services Agreements not to exceed the Board authorized
7 aggregate amount;
8
9 5. The Executive Director of CAP Riverside or designee to sign all assurances,
10 exhibits, and reports made under the agreement for the Grant Application; and
11
12 6. The Executive Director of CAP Riverside or designee to administer the program.
13
14
15

16 ROLL CALL:

17 Ayes: Buster, Tavaglione, Stone, Benoit, and Ashley
18 Nays: None
19 Absent: None

20 The foregoing is certified to be a true copy of a resolution duly
21 adopted by said Board of Supervisors on the date therein set forth.

22 KECIA HARPER-IHEM, Clerk of said Board

23 By: _____
24 Deputy

2011 CSBG Target Initiative and Innovative Projects Awardees (2011-RFA-23)

Agency	Final Award Amount
Amador-Tuolumne Community Action Agency	\$50,000.00
California Human Development Corp	\$50,000.00
Center for Employment Training	\$70,000.00
Central Valley Opportunity Center, Inc.	\$70,000.00
Community Action Board of Santa Cruz County, Inc.	\$70,000.00
Community Action Commission of Santa Barbara County	\$70,000.00
Community Action Marin	\$60,000.00
Community Action of Napa Valley	\$50,000.00
Community Action Partnership of Riverside County	\$70,000.00
Community Action Partnership of San Bernardino County	\$60,000.00
Community Action Partnership of San Luis Obispo County	\$50,000.00
Community Action Partnership of Solano	\$28,645.00
Community Services & Employment Training, Inc.	\$50,000.00
Foothill Unity Center, Inc.	\$50,000.00
Fresno County Economic Opportunities Commission	\$70,000.00
Proteus, Inc.	\$70,000.00
Sacramento Employment and Training Agency	\$80,000.00

Total \$1,018,645.00

The Department of Community Services and Development (CSD) is pleased to release the list of CSBG contractors that are awarded funds in response to the competitive Request for Application (RFA) for Targeted Initiatives and Innovative Projects. CSD received an overwhelming response of 40 applications to the RFA. Due to the number of strong applications received and to maximize the available funding the application amounts were proportionally reduced with a minimum funding level of \$50,000 with the exception of one agency that submitted for less than \$50,000.

CSD thanks all of the agencies that submitted applications and looks forward to the positive outcomes and impact that will be realized in the lives of the low-income population you serve.

**2011 CSBG Discretionary Targeted Initiatives
Application Checklist**

Copy

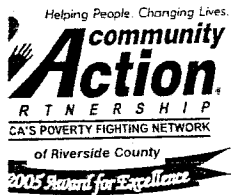
M. Juarez

D. Jackson

K. Snyder

J. Cope

- Cover Letter** - On agency letterhead signed by authorized agency representative.
- Organizational Chart**
- Application Narrative** – Not to exceed ten pages, single side, 8 ½" x 11" white paper, one-inch margins, and double-spaced.
 - Program Description**
 - Program Objective and Outcomes**
 - Program Delivery Strategies**
 - Partnerships**
 - Project Timeline**
 - Project Budget**
 - CSD 627 Budget Summary**
 - CSD 627A Budget Support Personnel**
 - CSD 627B Budget Support Non Personnel**
 - Budget Narrative**
 - Risk Assessment**
- Required Attachments** – For incorporation into contract if awarded
 - Discretionary Contract Work Plan (CSD 626)**
 - Board Resolution**
 - Certification Regarding Lobbying (Signed)**



COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY

Helping People - Changing Lives



María Y. Juárez, CCAP
Executive Director

PROGRAMS

ENERGY

Utility Assistance
(51) 955-6448
(51) 955-6478
(20) 999-5584

Weatherization
(51) 955-6418

DISPUTE RESOLUTION

ENTER
Mediation
Arbitration
(51) 955-4903

ASSET BUILDING

DivCo Individual
Development Accounts
Earned Income Tax Credit
(951) 955-3571

Project B.L.I.S.S.
(Circles™)
(951) 955-3216

YOUTH PROGRAMS

Pre-Apprenticeship
Project L.E.A.D.
(951) 955-4901

PLANNING

Research & Development
Community Action Academy
(951) 955-6493

FISCAL

(951) 955-6461

PUBLIC INFORMATION

(951) 955-6369

FIELD OFFICES

Blythe
(760) 921-5080
Indio
(760) 863-7246
Hemet
(951) 791-3567

March 31, 2011

Ms. Leslie Taylor, PDS Manager
Department of Community Services and Development
P.O. Box 1947
Sacramento, CA 95812-1947

Re: 2011 Community Services Block Grant (CSBG) Targeted Initiatives and Innovative Projects Request for Applications (RFA) [2011-RFA-23]

Dear Ms. Taylor,

Please find enclosed Community Action Partnership of Riverside County's (CAP Riverside) application for the 2011 CSBG Targeted Initiatives and Innovative Projects RFA (2011-RFA-23). We have selected the Foster Youth Development Targeted Initiative. In Riverside County over 40% of foster youth leave the welfare system without a high school diploma and an additional 50-60% leave the system without job skills or opportunities. Statistics show that these youth often exit the welfare system with no direction or experience to become self-sufficient. To address these problems, CAP Riverside requests \$100,000 in 2011 CSBG Targeted Initiative Discretionary funds to implement Phase III of its GREEN TEAMWorks Project (GTW).

Thank you for your consideration. We look forward to your response.

Respectfully,

María Y. Juárez, CCAP
Executive Director

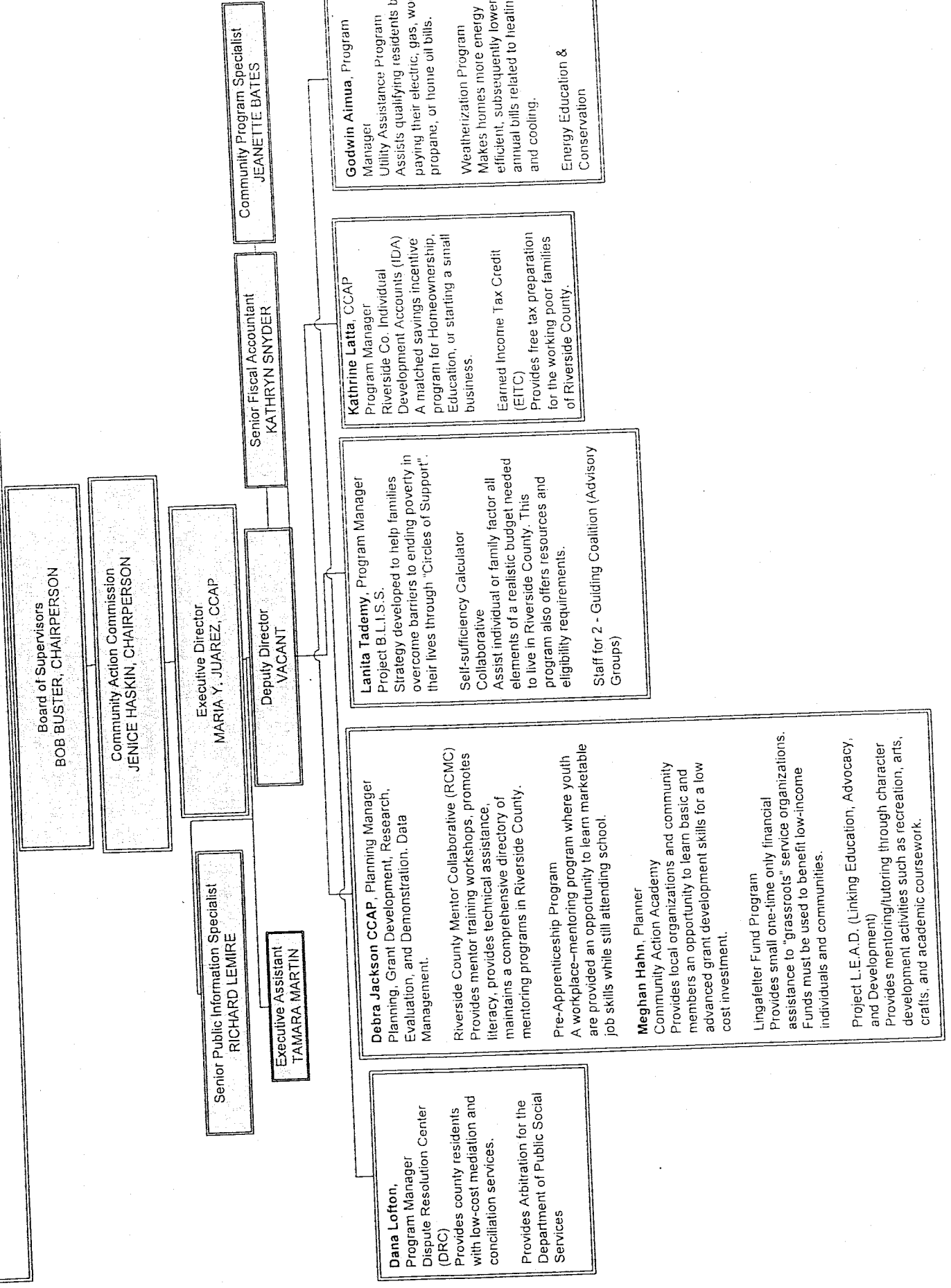
Enclosure

MYJ/mh

2038 Iowa Avenue, Suite B-102 ~ Riverside, CA 92507
(951) 955-4900 (951) 955-6506 fax
(800) 511-1110 (951) 955-5126 TTY

www.capriverside.org

**Community Action Partnership of Riverside County
2011 Organizational Chart**



Board of Supervisors
BOB BUSTER, CHAIRPERSON

Community Action Commission
JENICE HASKIN, CHAIRPERSON

Executive Director
MARIA Y. JUAREZ, CCAP

Deputy Director
VACANT

Senior Fiscal Accountant
KATHRYN SNYDER

Community Program Specialist
JEANETTE BATES

Senior Public Information Specialist
RICHARD LEMIRE

Executive Assistant
TAMARA MARTIN

Debra Jackson CCAP, Planning Manager
Planning, Grant Development, Research, Evaluation, and Demonstration. Data Management.
Riverside County Mentor Collaborative (RCMC)
Provides mentor training workshops, promotes literacy, provides technical assistance, maintains a comprehensive directory of mentoring programs in Riverside County.
Pre-Apprenticeship Program
A workplace-mentoring program where youth are provided an opportunity to learn marketable job skills while still attending school.
Meghan Hahn, Planner
Community Action Academy
Provides local organizations and community members an opportunity to learn basic and advanced grant development skills for a low cost investment.
Lingafelter Fund Program
Provides small one-time only financial assistance to "grassroots" service organizations. Funds must be used to benefit low-income individuals and communities.
Project L.E.A.D. (Linking Education, Advocacy, and Development)
Provides mentoring/tutoring through character development activities such as recreation, arts, crafts, and academic coursework.

Dana Lofton,
Program Manager
Dispute Resolution Center
(DRC)
Provides county residents with low-cost mediation and conciliation services.
Provides Arbitration for the Department of Public Social Services

Lanita Tademey, Program Manager
Project B.I.I.S.S.
Strategy developed to help families overcome barriers to ending poverty in their lives through "Circles of Support".
Self-sufficiency Calculator
Collaborative
Assist individual or family factor all elements of a realistic budget needed to live in Riverside County. This program also offers resources and eligibility requirements.
Staff for 2 - Guiding Coalition (Advisory Groups)

Kathrine Latta, CCAP
Program Manager
Riverside Co. Individual Development Accounts (IDA)
A matched savings incentive program for Homeownership, Education, or starting a small business.
Earned Income Tax Credit (EITC)
Provides free tax preparation for the working poor families of Riverside County.

Godwin Aimua, Program Manager
Utility Assistance Program
Assists qualifying residents by paying their electric, gas, wood, propane, or home oil bills.
Weatherization Program
Makes homes more energy efficient, subsequently lowering annual bills related to heating and cooling.
Energy Education & Conservation

PROJECT DESCRIPTION: GREEN TEAMWorks - Phase III

BACKGROUND

Foster youth nationwide continue to be an underserved population. According to the Independent Living Programs (ILP) (foster care) of Riverside County Department of Public Social Services and the Riverside Community College District, over 40% of foster youth in Riverside County leave the welfare system without a high school diploma and an additional 50-60% leave the system with no job skills or opportunities. National studies show that these youth, who have aged-out of the system (emancipated), often exit the welfare system with no direction, no experience, and no idea of where to go in life.

It has been well documented that increasing energy costs, legislative requirements and consumer demand for a more sustainable environment have led to a substantial push for a greener economy. According to the 2009 "Energy Efficiency Occupations in the Inland Empire Region – Key Findings" published by the Centers of Excellence, Inland Empire firms employing energy efficiency workers have seen a substantial increase in demand for their services. This demand has already outpaced available community resources and has left employers struggling to find qualified personnel trained in energy efficiency and weatherization.

Community Action Partnership of Riverside County (CAP Riverside) piloted its GREEN TEAMWorks initiative (GTW) in 2009 to create a green job-ready workforce of emancipated foster youth and to address the growing need for trained personnel in the field of green technology. GTW consists of creating full-time, entry-level, weatherization technician positions with the goal of permanent job placement. Participants can expect to either continue as weatherization technicians or expand their career opportunities in other green technology areas such as: weatherization assessment/inspections; energy audits; lead abatement awareness; home construction/ rehabilitation; solar or other alternative energy programs, etc. GTW provides participants classroom training in basic weatherization and on-the-job training to gain solid work experience in the weatherization field. GTW is the first of its kind in Riverside County that specifically links the foster care population and marketable green job skills - - a successful replicable model that has been presented at several national, regional, and local conferences.

Seven (7) youth participated in the pilot phase (Phase I). Each youth was matched with a weatherization sub-contractor for over 1,300 hours of on-the-job training. GTW youth also received over 200 hours of classroom training which included: life skills; financial literacy; soft

(people) job skills; weatherization, basic construction and minor home repair; and certificated weatherization classes at a local State of California certified training center. GTW youth received a stipend that started at minimum wage and increased on a graduated basis to \$10.00 per hour. They were paid prevailing wages when eligible under Davis-Bacon requirements. The youth were encouraged to save a portion of their stipends, which was matched dollar-for-dollar up to \$100.00 by both CAP Riverside and their sub-contractor. CAP Riverside partnered with other public and private sector organizations to provide GTW youth with work supports such as tools, uniforms, transportation, housing, childcare, healthcare services, counseling, and cross-enrollment in asset-building and family self-sufficiency programs.

Phase I was very successful and met all established outcomes: 1) 100% completed the State required weatherization certification coursework; 57% (4) graduated with permanent employment; and 43% (3) have retained employment for at minimum 12 months. Due to the success of Phase I, the City of Riverside funded a Phase II using Energy Efficiency and Conservation Block Grant American Recovery and Reinvestment Act (EECBG-ARRA) funds. Nine (9) youth are currently enrolled in Phase II with an expected graduation date in November 2011.

SCOPE OF SERVICE

Phase III will target emancipated foster youth, age 18 to 21, who live within the boundaries of Riverside County and who have previous construction or energy efficiency experience. Six (6) youth will be recruited, skills-assessed, and enrolled to receive 224 hours of classroom and 904 hours of on-the-job training in: life skills; financial literacy; soft (people) job skills; and weatherization, basic construction and minor home repair or other green technology. These youth will receive coaching and mentoring by project staff, weatherization sub-contractors, and partners for permanent employment and continued education in green jobs. CAP Riverside Planning Division staff will implement and supervise the project. A part-time Project Coordinator, who will report to the Planning Division Manager, will be hired in July 2011 through June 30, 2012 to supervise the project and the participants.

PROJECT OBJECTIVES AND OUTCOMES

PROJECT GOALS

The GTW initiative has two (2) primary outcomes that are consistent with the Community Services Block Grant (CSBG) National Goals and National Performance Indicators (NPIs):

1. Goal 1: Low-income people become more self-sufficient.

NPI 1.1.A.: Employment – Unemployed and obtained a job

GTW Outcome No. 1: 3 of 6 (50%) foster youth will obtain permanent, full-time, green jobs by June 30, 2012; and

2. Goal 1: Low-income people become more self-sufficient.

NPI 1.2.A.: Employment Support – Obtained skills/competencies required for employment

GTW Outcome No. 2: 4 of 6 (66%) foster youth will demonstrate increased job skills in green technology and weatherization by June 30, 2012.

MEASURABLE RESULTS

The GTW initiative has six (6) indicators that measure the achievement success of the two (2) outcomes identified for this proposal:

GTW Outcome No. 1: 3 of 6 (50%) foster youth will obtain permanent, full-time, green jobs by June 30, 2012

- 1) Indicator: 6 of 6 (100%) full-time weatherization technician jobs will be created and filled by an emancipated foster youth living within the boundaries Riverside County.
- 2) Indicator: 3 of 6 (50%) foster youth will obtain permanent full-time green jobs.

GTW Outcome No. 2: 4 of 6 (66%) foster youth will demonstrate increased job skills in green technology and weatherization by June 30, 2012.

- 1) Indicator: 5 of 6 (83%) foster youth will demonstrate increased job and life skills by completing a one (1) day project orientation.
- 2) Indicator: 4 of 6 (66%) foster youth will demonstrate increased job and life skills by completing 184 classroom training hours.
- 3) Indicator: 3 of 6 (50%) foster youth will demonstrate increased job and life skills by completing 944 on-the-job training hours.

- 4) Indicator: 3 of 6 (50%) foster youth will demonstrate increased job and life skills by increasing initial staff assessment scores by 25%.

Successful graduation from the project includes: 1) completion of 184 hours of training; 2) completion of 944 hours of on-the-job training; and 3) obtaining a satisfactory project-end performance review.

VERIFICATION AND DOCUMENTATION OF OUTCOMES

CAP Riverside Planning staff and the Project Coordinator will verify and maintain documentation of all outcomes, indicators, and activities using the following (but not limited to) tools: certifications; attendance logs; training logs; referral emails requesting services from partners; in-kind reports for services provided by partners; monthly progress reports submitted by sub-contractors; mid-term and project-end performance reviews administered by the Project Coordinator; and skills assessments. Hard copies of documentation are maintained in the GTW project file and participant files. Data will be collected by CAP Riverside Planning staff and the Project Coordinator on a monthly basis via email, fax, mail, phone, or face-to-face meetings. Staff will aggregate, analyze, and report on a monthly basis the actual results compared to project outcomes and indicators. A spreadsheet that tracks outcomes and indicators will be maintained for real-time access and reference. CAP Riverside management team (Executive Director, Planning Division Manager, and Fiscal Officer) will review results with CAP Riverside Planning staff and the Project Coordinator to make any necessary recommendations for project enhancement or improvement. Successes and areas for improvement will be reported in the quarterly CSD 626 CSBG Discretionary Progress Report and at the monthly Riverside County Community Action Commission meeting.

PROJECT DELIVERY STRATEGIES

ASSESSMENT AND SCREENING

Each prospective participant will submit a project application and be pre-screened for interest and eligibility (income, foster youth status, age, and residency) by the Riverside Community College District Independent Living Program (RCC-ILP). Screening also includes: evidence of a high school diploma or GED; drug testing; proof of a valid driver's license; and verification of

related experience. Prospective candidates are then referred to CAP Riverside for an interview. The interview/selection panel includes CAP Riverside Planning staff and the CAP Riverside Energy Division Manager. Candidates are evaluated and receive a numerical score based on their eagerness to participate in the project, previous related work experience and knowledge, commitment and ability to complete the project, and professionalism. Candidates with the highest scores will be invited to participate.

DIRECT SERVICES

Direct services provided by CAP Riverside includes (but is not limited to): overall program implementation, supervision, evaluation, monitoring, and reporting; participation in youth recruitment, screening, interviewing and selection; matching youth to sub-contractors; conducting and scheduling orientation, classroom training, and on-the-job training with CAP Riverside Weatherization Inspectors; securing regular project publicity; generating community services referrals; assisting youth secure permanent employment; and facilitating the project advisory committee.

CASE MANAGEMENT

The Riverside County Department of Public Social Services Independent Living Region (DPSS-ILR) and the Riverside Community College District Independent Living Program (RCC-ILP) have identified emancipated foster youth as requiring on-going supportive services until the age of twenty-one (21). Each participant is assigned a RCC-ILP coach who will coordinate and provide case management for supportive services. Supportive services include education and work support, community services referrals, counseling, and coaching. Case management will be documented by the RCC-ILP.

SUBCONTRACTED SERVICES

CAP Riverside partners with weatherization sub-contractors to provide 944 hours of on-the-job training. Sub-contractors are reimbursed for 50% of the stipend paid to GTW participants. Reimbursement is made via a CAP Riverside sub-contractor agreement that meets CSBG sub-contract requirements.

MONITORING AND EVALUATION

The CAP Riverside Planning Division and Fiscal Division will monitor and evaluate the project's effectiveness and contract compliance. Monitoring and evaluation include: review of monthly program progress reports from CAP Riverside Planning staff and the Project Coordinator; review of expenditure requests and billings from sub-contractors; site monitoring visits by the Project Coordinator; and documentation of outcomes and indicators achievement. Training hours are tracked by attendance logs and certificates of completion. Participants provide a baseline and mid-term self-evaluation to assess skills, interests, and work support needs. These self-evaluations are monitored by CAP Riverside Planning staff and the Project Coordinator to facilitate assisting participants in their success. Along with self-evaluations, participants develop personal short-term and long-term goals which are tracked by the Project Coordinator. GTW youth receive a face-to-face mid-term and project-end evaluation by the Project Coordinator.

Sub-contractors submit a monthly GTW youth progress report that tracks skill-building progress, customer/co-worker relationships, work ethics (attendance, following instructions, communications, etc.), and special training needs. Hours are tracked by timesheets and certified payrolls when Davis-Bacon eligible.

CAP Riverside will host a quarterly advisory committee meeting with partners and key stakeholders to assess the progress of GTW. The Riverside County Community Action Commission will receive monthly written reports on the status of the project.

PROJECT FOLLOW-UP

CAP Riverside maintains a working relationship with its sub-contractors and foster youth project partners. Through this network, follow-up of participants can be maintained for up to one (1) year. CAP Riverside Planning staff will contact graduates by the best means possible on a quarterly basis to determine the status of their employment and personal goal achievement.

PARTNERSHIPS

PROJECT PARTNERS

CAP Riverside enjoys long-term public and private sector partnerships that provide in-kind support for its high-impact programs. Resource leveraging through partners will be coordinated

and maintained by the CAP Riverside Planning Division and the Project Coordinator. Services provided by partners will be documented by a CAP Riverside In-kind Report Form completed by the partner that verifies services, date(s) provided, and value of services. In-kind Reports are tracked by spreadsheet for leveraging value. CAP Riverside will continue to leverage the following support from local partners:

- County of Riverside Department of Public Social Services – Independent Living Region (DPSS-ILR) will provide: youth recruitment; work supports such as housing allowances, childcare, transportation assistance, medical coverage, etc.; program outreach; participation in graduation event; and a liaison to the advisory committee (see attached letter of support.)
- Riverside Community College District – Independent Living Program (RCC-ILP) will provide: youth recruitment and referrals; pre-screening and assessment; college enrollment; case management; work supports such as housing allowances, childcare, transportation assistance, medical coverage, etc.; program outreach; participation in graduation event; and a liaison to the advisory committee (see attached letter of support.)
- Weatherization Sub-Contractors will provide: on-the-job training; monthly performance reviews and skills assessments of youth; participation in some classroom training; participation in graduation event; and a liaison to the advisory committee (support documented by contract.)

REFERRAL SERVICES

It was determined during Phase I that marginalized, low-income, emancipated foster youth require more personal help and classroom training to retain their jobs. Work supports funded by CSD Targeted Initiative Discretionary Funds will include uniforms and training materials. Work supports provided by project partners include: housing allowances; childcare; transportation assistance; childcare; food; medical services; etc. Additional support is available through referrals to community partners. Emails are sent to community partners and CAP Riverside programs, as needed, to make service referrals. Referral follow-up is monitored by CAP Riverside Planning staff and the Project Coordinator. Follow-up is made within 30 days of the original referral date. Follow-up is documented by an email from the providing partner advising status of the referral and service. All referral documentation is maintained in individual participant files.

CAP Riverside will provide referrals to and support from programs it administers such as: Individual Development Account (IDA) to open a savings account and workshops on money management, budgeting, debt elimination, etc; Earned Income Tax Credit (EITC) where youth will receive free tax preparation assistance; Energy Services for assistance with weatherization or paying utility bills; and Project B.L.I.S.S. (Building Links Impacts Self-sufficiency) an initiative that matches a low-income working family with three (3) to five (5) volunteers who share information, community resources, motivation and emotional support to help the family overcome barriers to ending poverty in their lives.

PROJECT TIMELINE

The GTW project covers twelve (12) months from July 1, 2011 through June 30, 2012. Youth participate 40 hours/week for seven (7) months totaling 1,128 hours. Of the 1,128 hours, 224 hours are comprised of classroom training and 904 hours are comprised of on-the-job training. Participants who successfully complete classroom and on-the-job training are eligible for graduation and permanent job placement.

Steps listed in the timeline below are based on lessons learned and best practices from Phases I and II.

Participants will receive the following training:

- 224 hours of classroom training in life skills; financial literacy; soft (people) job skills; weatherization, basic construction and minor home repair.
 - a) Orientation: 1 day(8 hours)
 - b) Monthly Training Sessions: 8 hours/session x 7 sessions = 56 hours
 - c) State Certified Weatherization/Energy Efficiency Class (based on entry-skill level): 40 hours/course x 3 courses = 120 hours
- On-the-Job Training:
 - a) 904 hours of on-the-job training via weatherization sub-contractors and CAP Riverside Weatherization Inspectors: basic weatherization; minor home repair; basic construction; lead abatement awareness; blower door; combustion appliance; and assessments and inspections.

Participants will be engaged in leadership development opportunities which include: speaking at local conferences; creating their own one-page success story; being guest speakers

for ILP events; providing personal testimony before elected officials; and identifying their own leadership opportunities.

July 2011 to September 2011

1. Part-time Project Coordinator starts
2. Hold first Advisory Committee Meeting
3. Organize training materials and order supplies
4. Recruit, assess, screen, interview, and select prospective participants
5. Assess skill levels of selected participants to determine training options
6. Schedule youth for classroom training based on customized training options
7. Submit monthly written reports to Riverside County Community Action Commission

October 2011 to December 2011

1. Participants attend orientation
2. Participants start classroom training and on-the-job training
3. Research future funding
4. Hold quarterly Advisory Committee Meetings
5. Submit Quarterly CSD 626 CSBG Discretionary Status Reports
6. Submit monthly written reports to Riverside County Community Action Commission
7. Hire full-time Project Coordinator

January 2012 to May 2012

1. Participants continue on-the-job training with sub-contractors and classroom training
2. Encourage participants to file current year tax returns using CAP Riverside's EITC program
3. Participants who graduate are hired permanently (graduation ceremony)
4. Eligible participants receive matched savings incentive
5. Research and secure future funding
6. Hold quarterly Advisory Committee Meetings
7. Submit Quarterly CSD 626 CSBG Discretionary Status Reports
8. Submit monthly written reports to Riverside County Community Action Commission

June 2012

1. Project Close-out
2. Submit Quarterly/Close-out CSD 626 CSBG Discretionary Status Reports

3. Submit Close-out report to Riverside County Community Action Commission

PROJECT BUDGET

See attached budget forms and budget narrative.

PROGRAM SUSTAINABILITY

GTW has been a highly successful and replicable initiative. As the community gains awareness for the needs of foster youth and GTW, funding opportunities and partnerships increase. CAP Riverside continues to seek other grantees as well as private sector partners. Increased cost sharing with weatherization sub-contractors helps reduce costs and sustain the project. CAP Riverside has developed a resource development timeline to take advantage of emerging opportunities and ensure future funding is secured prior to the end of this contract.

RISK ASSESSMENT

CAP Riverside is a public community action agency under the governance of the County of Riverside Board of Supervisors. All county departments are under the authority of the Auditor Controller's Office and are required to adhere to county policies and procedures. Procedures include appropriate processes for identifying and managing cost allocations, tracking funds, and monitoring contracts by separate funding sources. The agency is audited by both the State and County. CAP Riverside has not received any findings or questioned costs in any audit or funder monitoring visit conducted in the past three (3) years. CAP Riverside is always in compliance with OMB circulars. The agency has not identified or been identified as having any risk factors that may impede the successful completion of a contract, outcomes, or project. CAP Riverside, recipient of the 2005 Award for Excellence in Community Action, has internal policies and procedures in place that have facilitated full fiscal and programmatic compliance with all contracts, regardless of funding source. This includes timely and appropriate expenditure of funds and timely submission of fiscal and programmatic reports.



March 30, 2011

Ms. Maria Juarez, Executive Director
Community Action Partnership, Riverside County
2038 Iowa Avenue, Suite B-102
Riverside, CA, 92507

RE: Letter of Support for CSBG Application

Dear Ms. Juarez,

On behalf of Riverside City College, I am pleased to write this letter of support for your application to the 2011 Community Services Block Grant (CSBG) Targeted Initiatives and Innovative Projects RFA – Foster Youth Development Targeted Initiative. The current program you developed over the past two years to serve former foster youth, through your Green Team Works (GTW), is an excellent model for helping participants gain self-sufficiency and independence. The supportive services and work-readiness components that you provide to help GTW participants achieve their goals are critical components of the overall program.

We look forward to continuing our support of the GTW program and the very deserving youth we each serve. Furthermore, we believe that our on-going partnership and collaborative efforts will offer the youth the very best opportunities for a successful transition towards independence.

Sincerely,

Shelagh Camak, Ed.D.
Executive Dean, Workforce & Resource Development
Riverside City College
4800 Magnolia Ave.
Riverside, CA 92506
(951) 222-8671

**ATTACHMENT I
 CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET SUMMARY**

Contractor Name: Community Action Partnership of Riverside County	Contract Number:	Contract Amount: \$100,000
Prepared By: Meghan Hahn, Planning Analyst	Contract Term: 07/01/11 - 06/30/12	Amendment #:
Telephone #: 951-955-4900	Fax Number: 951-955-1399	
Date: 3/31/2011	E-mail Address: mhahn@capriverside.org	

SECTION 10: ADMINISTRATIVE COSTS

Line Item	Description	CSBG Disc. Funds (rounded to the nearest dollar)
1	Salaries and Wages	
2	Fringe Benefits	
3	Operating Expenses	
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor Services	
7	Other Costs:	\$11,000
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total CSBG Disc. allocation in Section 40)		\$11,000

SECTION 20: PROGRAM COSTS

Line Item	Description	CSBG Disc. Funds (rounded to the nearest dollar)
1	Salaries and Wages	\$21,224
2	Fringe Benefits	
3	Operating Expenses	\$22,296
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor Services	\$45,480
7	Other Costs:	
Subtotal Section 20: Program Costs		\$89,000

SECTION 40: Total CSBG Disc. Budget Amount (Sum of Subtotal Sections 10 and 20)	\$100,000
SECTION 70: CSBG Disc. Funds Administrative Percent (Section 10 divided by Section 40)	11.0%
SECTION 80: Enter "Other Agency Operating Funds Used to Support CSBG Disc." (INFORMATION ONLY)	
SECTION 90: Agency Total CSBG Disc. Operating Budget (Sum of Sections 40 and 80) (INFORMATION ONLY)	\$100,000

ATTACHMENT I

CSBG DISCRETIONARY (Disc.) BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name:	Community Action Partnership of Riverside County	Contract Number:	Contract Amount: \$100,000
Prepared By:	Meghan Hahn, Planning Analyst	Contract Term:	07/01/11 - 06/30/12 Amendment#:
Telephone #:	951-955-4900	Fax Number:	951-955-1399
Date:	3/31/2011	E-mail Address:	mhahn@capriverside.org

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A No. of Positions	B Position Title	C Total Salary for each position	D Percent (%) of CSBG Disc. time allocated for each position	E Number of CSBG Disc. months allocated for each position	F Total CSBG Disc. Funds budgeted for each position
Total (must match Section 10: Administrative Costs on the CSD 627 Budget Summary form)					

SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

1	Project Coordinator	\$21,224	100%	12	\$21,224
Total (must match Section 20: Program Costs on the CSD 627 Budget Summary form)					\$21,224

FRINGE BENEFITS

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)		Section 10 Administrative Costs	Section 20 Program Costs
	Percentage	List CSBG Disc. funds Budgeted Line 2	List CSBG Disc. Funds Budgeted Line 9
Position not eligible			
TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 627 (BUDGET SUMMARY)			

**ATTACHMENT I
 CSBG DISCRETIONARY (Disc.) BUDGET SUPPORT -- NON PERSONNEL COSTS**

Contractor Name:	Community Action Partnership of Riverside County	Contract Number:	Contract Amount:	\$100,000
Prepared By:	Meghan Hahn, Planning Analyst	Contract Term:	07/01/11 - 06/30/12	Amendment #:
Telephone #:	951-955-4900	Fax Number:	951-955-1399	
Date:	3/31/2011	E-mail Address:	mhahn@capriverside.org	

Alt & Enter at the same time to begin a new line or paragraph within the cell.

EXPLAIN AND JUSTIFY EACH LINE ITEM Totals must match CSD 627 Budget Summary form Attach additional sheet(s) if necessary Missing descriptions shall result in delay of the contract execution.	CSBG DISCRETIONARY	
	Section 10 Administrative Costs	Section 20 Program Costs
List all Operating Expenses Weatherization Training \$10,782, Uniforms \$806, Work Supports 1,200, Savings Match \$1,500, Office Supplies \$1,500, Training Materials \$225, Consumable Supplies \$667, Office Rent \$2,436, Telephone \$1,344, Program Mileage \$1,836.	3 sum should equal total on line item 3 of CSD 627 Budget Summary form	3 sum should equal total on line item 3 of CSD 627 Budget Summary form \$22,296
List all Equipment Purchases	4 sum should equal total on line item 4 of CSD 627 Budget Summary form	4 sum should equal total on line item 4 of CSD 627 Budget Summary form
List all Out-of-State Travel: Name of conference; Specify location; Cost per trip	5 sum should equal total on line item 5 of CSD 627 Budget Summary form	5 sum should equal total on line item 5 of CSD 627 Budget Summary form
List all Subcontractor Services Youth Stipends	6 sum should equal total on line item 6 of CSD 627 Budget Summary form	6 sum should equal total on line item 6 of CSD 627 Budget Summary form \$45,480
Other Costs - Explain & Justify each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):	Section 10 Administrative Costs	Section 20 Program Cost
i Indirect Cost (11%)	\$11,000	
ii		
iii		
iv		
Total Other Costs (Sum of i, ii, iii, iv):	7 sum should equal total on line item 7 of CSD 627 Budget Summary form \$11,000	7 sum should equal total on line item 7 of CSD 627 Budget Summary form

BUDGET NARRATIVE: GREEN TEAMWorks - Phase III

Expense Category	Budget	Budget Justification
Personnel:		
Project Coordinator: Community Program Specialist I (PTE) 12 month salary @ 1,040 hours	\$21,224	CPS I rate of \$17.8293/hr x 1,040 hrs (12 months, part-time) = \$18,542.47 x 14.46% (Temporary Assignment Admin Fee) = \$2,681.24 \$18,542.47 + \$2,681.24 = \$21,223.71 Position not eligible for Fringe Benefits
Personnel Sub-Total:	\$21,224	
Direct Costs:		
Stipend = \$7,580/youth x 6 youth for 7 months	\$45,480	50% Grant Paid Basic Hourly Rate = \$10/hour (352 hours) = \$3,520 x 50% = \$1,760 per youth Davis Bacon Rate = \$15.00/hour (776 hours) = \$11,640 x 50% = \$5,820 per youth Total Grant Share \$7,580 x 6 youth = \$45,480
Certified Weatherization Training Registration Fee \$599/course x 3 courses x 6 youth	\$10,782	Courses selected based on youth interests and skill levels.
Uniforms (3 shirts \$17 each, 2 pants \$30 each = \$111 / youth x 6 youth) + [Embroidery = \$140]	\$806	GREEN TEAMWorks Logo Shirts to provide team spirit amongst disenfranchised youth. Team spirit promotes a positive self-image which encourages retention and reduces program drop-outs. Project identity also promotes professionalism and good customer service when working with clients. High-quality, tear-resistant work pants that provide extra safety while on the job.
Work Supports = \$200/youth x 6	\$1,200	Work supports include: transportation, childcare, food, medical, etc.
CAP Riverside's Savings Match = \$250/youth x 6	\$1,500	Youth completing the GTW program, who have shown evidence of savings habit and have saved \$250 by the close of the project, will receive a \$250 savings match from CAP Riverside and a \$250 savings match from their sub-contractor.
Office Supplies (stationery, pens, postage, files, copying, etc.)	\$1,500	
Training Materials: printing, binding, binders, document portfolio, educational books (e.g., financial literacy, budgeting, goal setting, etc.)	\$225	One-day Orientation and 8 monthly 8-hour training days: educational materials, Basic Weatherization notebook, water-proof portfolio to hold work orders and other important documents; books on financial literacy and budgeting, goal setting, etc (\$25 x 9 days = \$225).

BUDGET NARRATIVE: GREEN TEAMWorks - Phase III

Expense Category	Budget	Budget Justification
Consumable Supplies: refreshment and supplies for training (days), graduation, graduation recognition incentives	\$667	Food for orientation, 8 monthly training days, and graduation event; graduation recognition supplies such as certificates.
Office Rent \$203/month x 12 months	\$2,436	Space for project meetings and Project Coordinator
Telephone \$112/month x 12 months	\$1,344	
Mileage 300 miles/month @ \$0.51/mile = \$153/month x 12 months	\$1,836	Project Coordinator: site visits, work monitoring, meetings. Rate based on current county approved rate
Direct Costs Sub-Total:	\$67,776	
Indirect Costs (11.00%)	\$11,000	
Indirect Costs Sub-Total:	\$11,000	
Total Budget/Expenses:	\$100,000	

<input checked="" type="checkbox"/> Work plan
<input type="checkbox"/> Progress Report

Agency Name: Community Action Partnership of Riverside County	Agency/Project Representative: Maria Y. Juarez, CCAP Executive Director
Contract Number:	Contract Term: July 1, 2011 to June 30, 2012
Email: mjuarez@capriverside.org	Telephone Number: (951) 955-4900
Date: March 31, 2011	Signature:

Work Plan

Make copies for each outcome/goal

Problem/Need to be addressed:
Foster youth nationwide continue to be an underserved population. In Riverside County over 40% of foster youth leave the welfare system without a high school diploma and an additional 50-60% leave the system with no job skills or opportunities. Statistics show that these emancipated foster youth often exit the welfare system with no direction, no experience, and no idea of where to go in life.
Projected Activities/Services to be performed:
<ol style="list-style-type: none"> 1. Recruit and screen, at minimum 6, emancipated foster youth by 8/30/11. 2. Interview and select 6 emancipated foster youth 9/30/11. 3. Assess needs of 6 GTW participants by 9/30/11. 4. Place 6 GTW participants with sub-contractors by 11/15/11. 5. Graduate, at minimum, 3 GTW participants by 5/31/12. 6. Place, at minimum, 3 GTW participants in permanent full-time positions by 6/30/12.
Expected Outcome/Goal (Number <u>1</u> of <u>2</u>):
3 of 6 (50%) foster youth will obtain permanent full time green jobs by 6/30/2012.

Progress Report (Indicate the Report Period _____)

Activities/Services:
Status Toward Achieving Indicated Outcome/Goal:
Actual Results:

<input checked="" type="checkbox"/> Work plan
<input type="checkbox"/> Progress Report

Agency Name: Community Action Partnership of Riverside County	Agency/Project Representative: Maria Y. Juarez, CCAP Executive Director
Contract Number:	Contract Term: July 1, 2011 to June 30, 2012
Email: mjuarez@capriverside.org	Telephone Number: (951) 955-4900
Date: March 31, 2011	Signature:

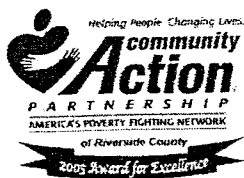
Work Plan

Make copies for each outcome/goal

Problem/Need to be addressed: Foster youth nationwide continue to be an underserved population. In Riverside County over 40% of foster youth leave the welfare system without a high school diploma and an additional 50-60% leave the system with no job skills or opportunities. Statistics show that these emancipated foster youth often exit the welfare system with no direction, no experience, and no idea of where to go in life.
Projected Activities/Services to be performed: 1. Conduct a 1-day project orientation (8 hours) for 6 participants by 11/15/11. 2. Register participants for training courses appropriate to their assessed skill level by 12/31/11. 3. Conduct 4 quarterly Advisory Committee Meetings by 6/30/12. 4. Conduct 8 monthly trainings (8 hours each) for youth to enhance soft job skills, financial literacy and other life skills by 5/31/12.
Expected Outcome/Goal (Number <u>2</u> of <u>2</u>): 4 of 6 (66%) foster youth will demonstrate increased job skills in green technology and weatherization by 6/30/2012.

Progress Report (Indicate the Report Period _____)

Activities/Services:
Status Toward Achieving Indicated Outcome/Goal:
Actual Results:



Riverside County Community Action Commission
(Commission)
of
Community Action Partnership of Riverside County
(CAP Riverside)

TO APPLY FOR CSBG DISCRETIONARY TARGETED INITIATIVE FUNDING
THROUGH THE CALIFORNIA DEPARTMENT
OF COMMUNITY SERVICES AND DEVELOPMENT

Upon a motion duly made, seconded and unanimously carried by a quorum of the Commission of CAP Riverside, be it RESOLVED:

That Maria Y. Juarez, CCAP, the Executive Director of CAP Riverside, is authorized to apply for the following on behalf of CAP Riverside and its Commission:

Community Services and Development RFA Number: 2011-RFA-23,

In the amount of \$100,000.00, for the targeted initiative:

GREEN TEAMWorks: A Weatherization On-The-Job Training Initiative For Foster Youth.

The Commission hereby authorizes the Executive Director to complete and execute any documents necessary for completion of the application herein described.

Dated: March 17, 2011

Jenice Haskin, Commission Chair

Dated: March 17, 2011

Maria Y. Juarez, CCAP, Executive Director

The undersigned Commission Vice Chair, certifies that he/she is the duly elected Vice Chair of the Commission, and that the above is a true and correct copy of the resolution that was duly adopted at the March 17, 2011 meeting of the Riverside County Community Action Commission held in accordance with state law and the Bylaws of CAP Riverside.

Dated: March 17, 2011

J. Gene Walker, Commission Vice-Chair

EXHIBIT G

CERTIFICATION REGARDING LOBBYING

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FAMILY SUPPORT ADMINISTRATION



PROGRAM: Community Services Block Grant

PERIOD: June 1, 2011 through June 30, 2012

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.


(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executive Director

Title



Signature

Community Action Partnership of Riverside County

Agency/Organization

March 29, 2011

Date

2011 CSBG Poverty Guidelines

Size of Family Unit or Number in Household	Monthly Income	Annual Income
1	\$907.50	\$10,890
2	\$1,225.83	\$14,710
3	\$1,544.16	\$18,530
4	\$1,862.50	\$22,350
5	\$2,180.83	\$26,170
6	\$2,499.16	\$29,990
7	\$2,817.50	\$33,810
8	\$3,135.83	\$37,630

For Family units with more than 8 members, add \$3,820 for each additional member. (The same increment applies to smaller family sizes, as can be seen in the figures above)